



75TH FORCE SUPPORT SQUADRON

Team Hill Employee Enhancement Program (EEP)



Danielle Monroe



Overview



75TH FORCE SUPPORT SQUADRON

- **Background**
- **Course structure**
- **Development**
- **Eligibility**
- **SharePoint**
- **Application and Supervisor Agreement**
- **Questions**



Background



75TH FORCE SUPPORT SQUADRON

- Tinker EEP since 1998
- AFSC Strategic Goal 4.3, Enhance Workforce Development
- Vision: Increase Team Hill's mission effectiveness through enhanced personal and professional employee development.
- Goal: Strengthen Team Hill's civilian workforce by providing a mission adaptable avenue to develop and/or enhance essential competencies and critical skills acquisition through an enriched personal and professional force development training program.



Course Structure

75TH FORCE SUPPORT SQUADRON

- Open enrollment period
- Flexible scheduling
- 18 months
- 8 core courses
- 2 in-person electives
- 4 online electives
- Mission tour

Team Hill Employee Enhancement Program							Choose	Participant Tracker
Core Requirements (Complete All)								
Course Name	Course Number	Course length	Platform/Teaching Agency	How to Schedule	Completion Date (Complete All)			
Mentoring x4	N/A		In-person	Employee via MyVector				
Individual Development Plan	N/A		In-person	Employee via MyVector				
Future Development Plan (Final Project)	N/A		In-person	Employee via MyVector				
Team Hill Mission Tour	N/A		In-person	75 FSS Program Manager				
Effective Government Writing	MHPFDV02860002SU	24 hrs	Classroom: 75 FSS	UTM via TSS				
Principles of Effective Presentations	MHPFER0002235SU	24 hrs	Classroom: 75 FSS	UTM via TSS				
Meeting Fundamentals	MHPADM00285000SU	4 hrs	Classroom: 75 FSS	UTM via TSS				
Practical Problem Solving Method (PPSM)	CHPMAA000001005U	6 hrs	Classroom: 75 FSS	UTM via TSS				
Building and Busting Teams /Emotional Intelligence	MHPFDV02870000SU	3 hrs	Classroom: 75 FSS	UTM via TSS				
Difficult Interactions	HBS 412	3 hrs	DAU: https://catalog.dau.edu/onlinecatalog/courses.aspx?crs_id=1750	Employee Self Enrollment				
Leading Through Problem Solving and Decision Making	RS_ALD07_A07_ENUS	47 minutes	Skillport: https://usaifprod.skillport.com/	Employee Self Enrollment				
Emerging Leader	MAFHRM5421	32 hrs	Air University	Employee Self Enrollment				
In-Person Electives (Choose 2)								
Course Name	Course Number		Platform/Teaching Agency	How to Schedule	Completion Date (Choose 2)			
DoD Performance Management Appraisal Program (DPMAP)	MHPADM9802300BR	4 hrs	Classroom: 75 FSS	UTM via TSS				
Employee Input Writing Workshop	MHFCPS8800000SU	16 hrs	Classroom: 75 FSS	UTM via TSS				
Basic Microsoft Excel	MHPFDV98035025U	4 hrs	Classroom: 75 FSS	UTM via TSS				
Competency Based Interviewing for Employees	MHPADM0001809VS	16 hrs	Classroom: 75 FSS	UTM via TSS				
Developing and Implementing an Outward Mindset (DIOM)	MHPFDV02870000SU	18 hrs	Classroom: 75 FSS	UTM via TSS				
The 7 Habits of Highly Effective People	MHPFGM00021385U	18 hrs	Classroom: 75 FSS	UTM via TSS				
Crucial Conversations (pre-requisite to Crucial Accountability)	MHPFGM00019255U	20 hrs	Classroom: 75 FSS	UTM via TSS				



Development



75TH FORCE SUPPORT SQUADRON

Individual Development Plans

- Accomplished and approved with supervisors using MyVector
- Reviewed/added to with mentor on first session
- At the end of the program, enrollees will turn in an updated IDP as a final project

Mentorship

- Enrollees will register in MyVector and find a local mentor
- Mentors' information will be submitted to EEP program managers via email
- Mentors/mentees will meet at least 4 times during the 18 months
- EEP program managers will provide talking points
- Session notes submitted on SharePoint



Eligibility



75TH FORCE SUPPORT SQUADRON

- **1-year of Civil Service**
- **Good standing**
- **Supervisor endorsement**
- **Recommended grades(not limited to)**
 - **GS 5-12**
 - **NH 02-03**
 - **NK 02-03**
 - **NJ 02-03**
 - **WG 8-12**
 - **WL 7-12**



SharePoint




75TH FORCE SUPPORT SQUADRON

- <https://usaf.dps.mil/sites/75MSG/FSD/SitePages/Employee-Enhancement-Program.aspx>
- Will be used to store completion certificates, applications, mentorship notes

75TH FORCE DEVELOPMENT FLIGHT

Team Hill's Employee Enhancement Program



Team Hill's Employee Enhancement Program (EEP)

A non-competitive, flexible, self-paced, 18 month program offered to Team Hill civilians as an approachable development opportunity that is a win-win program for... all levels of Team Hill.

[Submit your application here →](#)

Program Manager

HILL EEP
EEP

MONROE, DANIELLE ...
Training Administration

Upcoming Events

+ Add event

MAR 1	Employee Enhancement Wed, Mar 1, All day	MAR 28	EEP Orientation Tue, Mar 28, 1:00 PM	APR 25	EEP Orientation Tue, Apr 25, 1:00 PM
-------	---	--------	---	--------	---

New Employee Enhancement Program is open to Team Hill Civilian employees
www.hill.af.mil
Beginning March 1, a new professional development program will be offered to Team Hill civilians.



How to Apply

75TH FORCE SUPPORT SQUADRON

75TH FORCE DEVELOPMENT FLIGHT

Team Hill's Employee Enhancement Program



Team Hill's Employee Enhancement Program (EEP)
A non-competitive, flexible, self-paced, 18 month program offered to Team Hill civilians as an approachable development opportunity that is a win-win program for all levels of Team Hill.

Submit your application here →

Program Manager

HILL EEP
EEP

MONROE, DANIELLE ...
Training Administration

Upcoming Events

+ Add event

MAR 1	Employee Enhancement Wed, Mar 1, All day	MAR 28	EEP Orientation Tue, Mar 28, 1:00 PM	APR 25	EEP Orientation Tue, Apr 25, 1:00 PM
-------	---	--------	---	--------	---

New Employee Enhancement Program is open to Team Hill Civilian employees
www.hill.af.mil
Beginning March 1, a new professional development program will be offered to Team Hill civilians.



Force Development

[Home](#) [Programs](#) [Notebook](#) [Documents](#) [Pages](#) [Recent](#) [Hill AFB Installation Training Guide](#) [Site contents](#) [EDIT LINKS](#)

Employee Enhancement Program Application

Click +new item to submit your application. You will need to attach your supervisor agreement in the form.

+ new item or edit this list

Items ...





Application and Supervisor Agreement

75TH FORCE SUPPORT SQUADRON

Employee Enhancement Program Application - New Item

EDIT

Save Cancel Paste Cut Copy Append File Spelling ABC

Commit Clipboard Actions Setting

Applicant Name *

Pay Plan-Series-Grade *

Organization *

Supervisor Name *

What do you hope to accomplish by participating in EEP? *

I understand this program is voluntary.

I understand I am responsible for enrollment in all coursework and events associated with the program.

I understand I have 18 months to complete the program and if an extension is needed, I must request it in writing at least 30 days prior to the conclusion of my program.

I understand I must successfully complete all requirements within the program to receive a certificate of completion.

I understand if I have previously completed a course requirement within the last three years, I am responsible for providing the certificate of completion within 90 days of admittance into program.

I understand this program requires endorsement from my immediate supervisor.

I understand this program does not guarantee selection for any qualified position.

Comments

Attached Supervisor Agreement

Start date of program

Enter a name or email address...
Applicant Name

Enter a name or email address...
Supervisor Name

What do you hope to accomplish by participating in EEP?

I understand this program is voluntary.

I understand I am responsible for enrollment in all coursework and events associated with the program.

I understand I have 18 months to complete the program and if an extension is needed, I must request it in writing at least 30 days prior to the conclusion of my program.

I understand I must successfully complete all requirements within the program to receive a certificate of completion.

I understand if I have previously completed a course requirement within the last three years, I am responsible for providing the certificate of completion within 90 days of admittance into program.

I understand this program requires endorsement from my immediate supervisor.

I understand this program does not guarantee selection for any qualified position.

Comments

Attached Supervisor Agreement

Program must be completed from: 18 months from the start date.

Save Cancel



EMPLOYEE ENHANCEMENT PROGRAM SUPERVISOR AGREEMENT

Your employee, _____, has applied for enrollment in Team Hill's Employee Enhancement Program (EEP) hosted by Force Support Development. The course has been designed to provide civilians with critical skills through enriched personal and professional development to benefit the AF mission, your organization, and the student.

We ask for your support during the eighteen months of this program. EEP enrollees will be required to work with their supervisor and submit an individual development plan at the beginning and end of the program. Along with their coursework, students will be required to attend orientation, four mentoring sessions, and a Team Hill Mission Tour to better familiarize and immerse themselves in the processes at Hill Air Force Base. Your support is essential to your employee's successful completion of the program.

By signing below, you agree to partner with the EEP program managers, your employee, and your unit training manager by supporting the student and allowing them to attend trainings as required during this program.

Supervisor Signature

Date

Employee Signature

Date



Questions?



75TH FORCE SUPPORT SQUADRON

For any questions or additional information please contact:

EEP Program Manager
Danielle Monroe, 75 FSS/FSDE
Email: Danielle.monroe.4@us.af.mil
Org Box: Hill.FSD.EEP@us.af.mil
DSN: 586-2072
Bldg. 1279, Hill AFB UT.

